

## Department of Financial Protection and Innovation

### Position Duty Statement

DFPI HRO 203 (Rev. 07-2021)

<b>NAME</b>	<b>EFFECTIVE DATE</b>
<b>CLASSIFICATION TITLE</b> Associate Budget Analyst	<b>POSITION NUMBER</b> 410-112-5284-xxx
<b>WORKING TITLE</b> Associate Budget Analyst	<b>DIVISION/OFFICE/UNIT/SECTION</b> Admin/Fiscal Management/Budgets
<b>BARGAINING UNIT</b> R01	<b>GEOGRAPHIC LOCATION</b> Sacramento

**General Statement:** Under the direction of the Staff Services Manager I (Manager), the Associate Budget Analyst performs various assignments related to the administration, review, monitoring, and development of program, administrative, and information technology budgets. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**20% (E)** Responsible for developing the DFPI's annual budget, ensuring the product complies with directives and instruction from Executive Staff, Business, Consumer Services, and Housing Agency (Agency), Department of Finance (DOF) and the Governor's Office. Compiles and prepares all related schedules, including working papers and supporting documents, budget summaries, reconciliations, revisions, and planning estimate adjustments to develop the budget for review by the Manager. Oversee the reconciliation between approved planning estimates, projections and assessments and the final program levels in the budget. Coordinate the integration of legislation and administrative and program policy and funding changes into the DFPI's budget. Implement revisions to the approved budget throughout the year.

Analyze legislative bills to determine potential fiscal impact. Prepare fiscal impact statements as needed. Log and track legislative bill analyses. Research, follow up, and collect data from programs related to potential legislation.

Facilitate and coordinate the review of new DFPI budget proposals to determine their impact on established policy and past budget practices. Recommend a course of action on whether the DFPI should adopt these proposals. May assist the Manager, Fiscal Management Chief, Commissioner or Chief Deputy Commissioner in the presentation of the DFPI's budget before Agency, DOF, and the Legislature.

May serve as liaison to various control agencies including the Department of Finance, Legislative Analyst's Office, legislative budget subcommittees and other entities on budget related matters.

**15% (E)** Prepare the DFPI's monthly expenditure projection-to-budget reports for review by the Manager before release to executive staff. Monitor and report budget allocations and

monthly expenditure projections for all DFPI programs.

Review and submit for the Manager's approval any budget revisions or transfers of budget allotments to conform to program budgeting requirements. Consult with the Manager on proposed changes affecting the base or final budget. Identify, analyze, and resolve various budgetary and fiscal problems. Identify alternatives and solutions. Prepare recommendations for management.

Track and analyze financial information to determine the potential impact of budget issues. Evaluate changes and assess impacts on future resources and commitments. Develop and improve computer models to forecast revenue and expenditure trends as needed.

**15% (E)** Monitor, approve, and code personnel, contract, and purchase orders to ensure costs are within budget and allocated according to the DFPI's Cost Allocation Plan.

**15% (E)** Process requests for Personnel Action, Changes in Established Positions, and other documents related to position control.

Prepare, reconcile, and upload labor hours from the DFPI timesheet database to FI\$Cal. Maintain and distribute Employee Master Table. Maintain and update Salary Calculator Worksheet.

**15% (E)** Process Out-of-State and Out-of-Country Travel requests. Monitor blanket trips, expenditures, and status of trip requests.

Coordinate with the DFPI's Programs to prepare the annual Out-of-State and Out-of-Country Travel Blankets.

Review and approve Excess Lodging Requests for travel in state. Prepare and transmit annual report to CalHR.

**10% (E)** Monitor annual assessment process. Coordinate processes with IT, Program, and Accounting. Project revenues and expenditures for each law and prepare assessment recommendations to ensure revenues are sufficient to cover expenditures and fund balances are positive.

**5% (E)** Maintain FI\$Cal Asset Management module. Prepare and reconcile annual SCO asset report to asset general ledger balances.

**5% (M)** Perform other related duties as required.

**B. Supervision Received**

The Associate Budget Analyst reports directly to and receives most assignments from the Staff Services Manager I (Supervisor); however, direction and assignments may also come from the Staff Services Manager III, Chief of Fiscal Management.

**C. Supervision Exercised**

None

**D. Administrative Responsibility**

None

**E. Personal Contacts**

The incumbent has frequent contact with staff and management in the Administration Division; works on occasional projects with information technology and program staff; and communicates information and approvals to other DFPI employees as needed. All communications are expected to be conducted in a courteous, helpful manner.

**F. Actions and Consequences**

Accuracy, attention to detail, coordination, and timing are critical. Errors, omissions, or delays may result in loss of funding, positions, inefficiency, and noncompliance with the California Prompt Payment Act and may result in late payment penalties. The ability of the DFPI to protect consumers may be compromised if employees do not receive timely authorization for mission critical travel, technical training, and the tools necessary to perform their jobs effectively and efficiently.

**G. Functional Requirements**

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The incumbent uses a personal computer, telephone, printer, and photocopy machine. The position requires bending and stooping to retrieve files, sitting, and standing consistent with office work. Light lifting of no more than 25 lbs. may be necessary. The incumbent must be available during peak budget preparation periods. Overtime may be necessary or mandatory during peak budget preparation periods.

**H. Other Information**

The incumbent is expected to be proficient in the use of Excel, Word, and Outlook. Regular attendance and punctuality are essential. The incumbent must demonstrate good written and verbal communication skills. The incumbent must work courteously with others, under changing priorities, and work irregular hours when workload dictates. The incumbent is expected to exercise good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively.

**CONFLICT OF INTEREST**

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation's Conflict of Interest Regulations. The incumbent is required to

submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Employee's Printed Name, Classification

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Supervisor's Printed Name, Classification